

## **SECTION A**

### **CAREER AND TECHNICAL EDUCATION ADMINISTRATION**

The challenges facing career and technical education (CTE) demand the availability of highly qualified CTE administrators to meet the needs of youth, adults, business, industry, and labor in the state. Knowledgeable administrators having strong leadership skills and a commitment to serving the career and technical education needs of high school students and adults are even more important today with the need for continued economic growth, school-to-work transition, and a global workforce.

Coordination and cooperation among educational agencies to share students and resources are essential if CTE is to exist at all in many areas of the state. This will be difficult to achieve without appropriate CTE administration and leadership.

The State Aid categorical of Added Cost (61a), the Career Preparation System, and federal legislation including the Carl D. Perkins Vocational & Applied Technology Act, in cooperation with public secondary and postsecondary educational agencies, provides funding to support comprehensive career-related education opportunities for both youth and adults in communities statewide. Educators must plan together to demonstrate that career and technical education has the ability to deliver the services needed in their region. Planning must also be done in cooperation with business, industry and labor to reflect their changing needs for trained personnel.

These changes reflect an emphasis on CTE leadership that maintains the secondary delivery system and improves or initiates the relationship with the adult CTE student, economic development initiatives, and postsecondary occupational education.

#### **Role Of Regional CTE Administrators**

##### **Leadership & Technical Assistance**

1. Provide technical assistance, leadership and coordination for planning activities in the region.
2. Initiate, facilitate and help to implement an interagency approach to providing career and technical education for persons with special needs.
3. Provide administrative assistance for those districts lacking career and technical education directors. In some cases, the Regional CTE Administrator also functions as the local director and will perform/administer local director duties.
4. Provide technical assistance for local education agencies (LEAs) operating or desiring to operate CTE programs. Complete program review and evaluation of approved CTE programs and submit requested documentation to the Office of Career and Technical Preparation, Michigan Department of Career Development.

5. Oversee program management functions, new CTE programs, financial reports and data reports for the region.

### **Coordination**

1. Initiate and develop activities necessary to bring about closer business/industry/education cooperation, including Perkins III, Career Preparation, Tech Prep, and work with community economic development activities.
2. Initiate activities necessary for the coordination and articulation of programs and services between and among secondary and postsecondary institutions to train adults, as well as youth.
3. Promote and coordinate gender equity activities which result in the enrollment of students in career and technical education programs that are nontraditional for their gender.
4. Initiate and develop activities necessary to bring about closer cooperation with career and technical education and general/academic education.

### **Planning & Evaluation**

1. Provide leadership and/or support for area program development activities.
2. Provide information about the region and regional programs to the Education Advisory Group.
3. Serve as liaison person between the region and MDCE/OCTP on matters relating to planning and evaluation.
4. Provide assistance to local educational agencies in meeting performance indicator requirements under the Carl Perkins Act.

### **Job Placement**

Provide a leadership role in the design and implementation of a job placement delivery system for career and technical education graduates.

### **Inservice**

1. Coordinate in-service activities for career and technical education personnel and appropriate school administrators.

2. Make arrangements for Civil Rights regional inservice to LEAs in preparing for on-site reviews and in meeting other compliance obligations in the absence of a CTE director.
3. Participate in state-sponsored in-service meetings and conferences.

#### **Data Management**

1. Serve as the primary link for coordinating data collection and student follow-up reports with CTEIS.
2. Coordinate distribution of CTEIS forms to local educational agencies.
3. Provide technical assistance and facilitate LEA reporting procedures so that CTE forms and reports can be returned correctly and on time to OCTP.

### **Role Of Local Director Of Career And Technical Education**

#### **Program Review/Planning & Development**

1. Assure that the district's CTE delivery system is based upon goals and objectives in accordance with state guidelines and is approved by the local Board of Education.
2. Provide leadership for conducting program reviews of the districts delivery system for CTE at least once every three years. State curriculum-specific review documents are available from the OCTP, Career Planning and Education Unit. Review documents must be kept on file at the regional level.
3. Develop, update and annually prepare, with the region, a plan for providing secondary career and technical education in the district.
4. Provide leadership and direction for program evaluation and improvement.

#### **Program Management**

1. Assure that vocationally certified or approved personnel, including support personnel, are employed in all positions requiring such qualifications.
2. Provide technical assistance to district administration and staff to meet state and federal guidelines and requirements for approved career and technical education programs.

3. Facilitate and/or coordinate the acquisition of appropriate instructional equipment, supplies and materials for all career and technical education programs in the district.
4. Facilitate efforts to locate programs in facilities that are safe and are operated with equipment that meets local, state and federal guidelines.
5. Prepare and administer the district's budget for career and technical education programs.
6. Be accountable for data collection and submission for all state or federal reporting requirements within the timelines prescribed.
7. Be accountable, along with other district administrators, for career and technical education records maintenance and accuracy.
8. Be responsible for conducting the district's annual follow-up and assist in meeting the state's goals of obtaining 80 percent response of program completers.
9. Encourage provision of job placement services for career and technical education students.
10. Provide leadership and technical assistance to staff regarding use of materials and programs that achieve gender equity, help eliminate gender bias, discrimination and stereotyping, and promote nontraditional enrollments.
11. Promote and actively encourage involvement in career and technical education student organizations.
12. Insure that career and technical education curriculum is representative of labor market needs.
13. Provide leadership and technical assistance to develop and maintain career and technical education programs for special populations.
14. Provide leadership in assuring that occupational advisory committees are established and utilized in planning, reviewing and promoting each career and technical education program offered.
15. Provide leadership in comprehensive guidance and counseling services for CTE students.

### **Professional Development**

1. Be responsible for promoting and/or providing career and technical education inservice activities for personnel in the district.

2. Participate in MDCD/OCTP sponsored meetings and conferences.

### **Collaboration & Coordination**

1. Participate in regional-level planning and coordination of meetings and activities to maximize cooperation among and between agencies offering career and technical education and/or employment and training programs and career preparation planning.
2. Encourage program coordination and curriculum articulation with postsecondary agencies.
3. Participate in efforts to bring about closer business/industry/labor/education/government cooperation and work with community economic development activities.
4. Participate in marketing career and technical education activities with other agencies in the region.
5. Encourage program coordination and articulation between local educational agencies and area CTE programs.
6. Develop and initiate activities necessary to bring about closer cooperation with career and technical education and general/academic education.

### **Program Marketing**

Plan and lead marketing activities within the region and districts to create increased understanding and awareness in the service area of career and technical education programs, needs and successes.

## **Qualifications For Administrator Certification In Michigan**

### **Public Act 163 of 1986**

Section 1246 of Public Act 163 (1986) required administrators to be certificated and Section 1536 authorized the State Board of Education to issue administrator certificates.

### **Public Act 335 of 1993**

This legislation significantly changed the requirement for administrator certification in Michigan. Certification was now optional. Section 1536 required specific administrator certificate renewal credits if renewal was desired. Section 1246 of the law reads as follows:

#### Section 1246(1)

Beginning in the 1995-96 school year, a school district shall not employ a person as a superintendent, principal, assistant principal, or other person whose primary responsibility is administering instructional programs or as a chief business official unless the person has completed the continuing education requirements prescribed by state board rule under subsection (2).

#### Section 1246(2)

The state board shall promulgate rules establishing continuing education requirements as a condition for continued employment for persons employed in positions described in subsection (1). The rules shall prescribe a minimum amount of continuing education to be completed within a 5-year period.

### **Public Act 289 of 1995**

Effective July 1, 1996, Section 1536 of the School Code of 1986, which authorized the issuance and renewal of an administrator certificate, was repealed. However, Section 1246, the continuing education requirement, remained. Rule 380.1201 went into effect December 11, 1998, to implement Section 1246. Rule 380.1201 requires administrators, beginning July 1, 1999, to obtain continuing education credits.

For more information, contact Dr. Frank Ciloski, Acting Supervisor, Office of Professional Preparation Services, at 517/373-6791, [ciloskif@michigan.gov](mailto:ciloskif@michigan.gov).

### **Qualification For New CTE Administrator Approval**

Approval of a full-time administrator of career and technical education is dependent upon meeting the requirements established by the Office of Career and Technical Preparation. In addition, the district must be operating a minimum of three wage-earning programs. Half-time administrator positions may be considered under unusual or exceptional circumstances.

The following credentials for a new CTE Administrator must be submitted with the Reimbursement Application:

1. Education
  - a) Secondary CTE administrators shall be graduates of an approved and accredited college or university with at least a Master's Degree **and**
  - b) Shall have completed vocational education preparation in the administration, supervision, and organization of vocational education programs.

A copy of the transcript of all course work must be submitted. This need not be an official transcript. Student copies are acceptable.

## 2. Experience

- a) Secondary CTE administrators shall have had a minimum of three years of experience in administration and/or teaching in vocational education programs,
- b) A current resume or curriculum vitae, and
- c) A copy of the teaching certificate and/or vocational authorization are required.

### Special Circumstances

If a candidate does not meet the above-referenced qualifications, an alternative is available. A written competency assessment process can be used to evaluate qualifications in 12 areas of CTE administration. Arrangements for this test must be made through the Michigan Department of Career Development, Office of Career and Technical Preparation, Education and Employer Partnership Unit following a review of the candidate's credentials as listed above.

### **Reimbursement Procedures**

Applications for full-time CTE administrative reimbursements are approved annually. Form CTE-4003 may be obtained by writing the Michigan Department of Career Development, Office of Career and Technical Preparation, Education & Employer Partnerships Unit, Post Office Box 30712, Lansing, MI 48909.

#### **Eligible Reimbursement**

Approved regional CTE administrators and local vocational directors will be funded based on 40 percent of a maximum salary of \$45,000. Reimbursement, therefore, is limited to a maximum of \$18,000. Reimbursement will come from State Aid Added Cost Funds (Section 61(2)) for vocational administration) and/or federal funds. Approved half-time administrator's reimbursement is prorated to correspond to the percentage time devoted to CTE functions as a CTE administrator.

#### **Eligible Agencies Reporting CTE Administrative Costs**

Only school districts with approved and/or qualified administrators, who meet the requirements established by the Office of Career and Technical Preparation, will be eligible to report administrator expenditures on the Expenditure Revenue Report. Added cost funds allocated from Section 61(1) may not be used to reimburse CTE administrative costs.

Beginning July 1, 1992, reimbursement for approved Career & Technical Education Administrators has been based on a combination of Perkins Act and state funds. When

computing the reimbursements, local educational agencies will be assigned their share of the regional Perkins Act 5% first. Remaining 5% funds will be assigned to the regional fiscal agency, capped at 5% of the allocation earned or \$18,000. State funds will be added to the Regional CTE Administrator's reimbursement only if needed to reach \$18,000, or other agreed upon amount. The remaining state funds will be equally divided among the local directors except where Perkins funds require less state monies to reach the \$18,000 cap. The exact amount will depend upon the actual number of approved administrators.